

OFFICE OF PERSONNEL MEMORANDUM NO. 20-17-24

25 April 1973

SUBJECT : Notification/Approval of Personnel Actions by the Office  
of Security

REFERENCE:  Assignment Policy

1. The Office of Security has advised that it will no longer be necessary to obtain the prior approval of that Office on reassignment actions (Forms 1152) affecting employees of the Operations and Management and Services Directorates. Instead, one notification copy of the Form 1152 should be forwarded to the Office of Security in actions involving the following types of reassignments:

- a. Reassignment between components (Staffing Complement to Staffing Complement).
- b. Reassignment from field stations to Headquarters (Staffing Complement to Staffing Complement or Staffing Complement to Development Complement).
- c. Reassignment at Headquarters when there is a change in component (Development Complement to Staffing Complement).
- d. Reassignment to reflect a change of component having administrative responsibility (Development Complement to Development Complement).
- e. Reassignment as "Out Casual" for designated field location (Staffing Complement to Development Complement or Development Complement to Development Complement).

2. The Office of Security will continue the prior approval of reassignment actions affecting employees of the Directorates of Intelligence and Science and Technology because of the frequency with which special clearances are involved in such actions. Components in these Directorates will continue to forward advance copies of such actions to the Office of Security. The Office of Personnel, as heretofore, will withhold processing of such actions pending receipt of approval by the Office of Security.

3. The referent regulation is being revised to incorporate this new procedure.

Harry B. Fisher  
Director of Personnel

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